

Los Alamos

NATIONAL LABORATORY

memorandum

FACILITIES, SECURITY and SAFEGUARDS
FSS-15, PERSONNEL and INFORMATION SECURITY

To/MS: Master Management

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SUBJECT: NEW UNCLEARED VISITOR BADGE

A new type of site-specific badge, for use in non-security areas by uncleared visitors *who are U.S. citizens*, will be available at the Laboratory beginning September 22. (Please note that the Laboratory already requires that *uncleared foreign national visitors* be identified with a site-specific badge unique to their status.) The use of the new uncleared visitor badge is optional, but will be issued if requested by the host. Uncleared visitors at the Laboratory for short periods have, to date, not normally been identified by a badge. However, an increasing number of hosts have expressed a desire that their uncleared visitors be clearly identified.

The badge looks very similar to the site-specific badge created for cleared official visitors, except that it has a red, instead of a gray, color field. As with the cleared official visitor, the center square can have a large "V" if the visitor will be on Laboratory property less than 30 days in a single calendar year, or it will have the visitor's photograph if the person will be at the Laboratory 30 days or more in a year. The host may request a picture badge even for stays of under 30 days.

The Protective Force has been notified of the new badge and has sample badges to assist in training security personnel to recognize it.

An uncleared visitor with this badge can be escorted into a security area without also displaying an ERB (Escort Required Badge) badge. The procedures for escorting an uncleared visitor with the new badge remain exactly the same as for escorting any uncleared individual into a security area. Please note that uncleared visitors who are not issued an uncleared visitor badge will still need to display an ERB when being escorted into a security area.

If the host wishes the visitor to have an uncleared visitor badge, he or she should contact the Badge Office (e-mail: badge@lanl.gov; fax: 667-1368) and provide the following information:

Name

Date of Birth

Social Security Number (*this is optional but extremely useful*)

Z number if one has been assigned

Start date of visit

Expiration date of badge (*not to exceed one year from start date of visit*)

Name of host

Group/Organization of host

In the near future, the forms the Badge Office has been using for processing cleared official visitor requests will be revised and merged. As part of the revision, the form will ask for the clearance status of the visitor, including the option "uncleared." When this form becomes available, hosts should use it to request an uncleared visitor badge. In the interim, as indicated above, hosts may send their request via e-mail or fax to provide the Badge Office a record, in writing, of the request.

Please contact the Badge Office at badge@lanl.gov or 667-6901 if there are any questions.

RSV:KC:lj